



JOB DESCRIPTION

Title: **CODE ENFORCEMENT SUPERVISOR**
Department: Police Department
Class Code: 4134
FLSA Status: Non-Exempt
Effective Date: September 7, 2004 (Revised 06/2005)
Grade Number: 16

GENERAL PURPOSE

Under the direct supervision of the Police Chief or the Assistant Police Chief, performs administration functions related to the criminal enforcement of all city ordinances and state laws as needed with a primary focus on immediate public safety, health and welfare issues of the residents of Murray City. Oversees the daily operation of the Police Code Enforcement Division and staff to ensure the highest levels of service possible to the community.

EXAMPLE OF DUTIES

- *-- Reviews or inspects all new business license applications for compliance with the municipal code and state laws, investigates illegal businesses or unlicensed businesses, and works with the State Department of Alcohol Beverage Control regarding bars and sexually oriented businesses.
- *-- Ensures that incoming complaints are prioritized and delegated to the appropriate agencies or officers in the city, and sees that violations are corrected or arrests made to close the case out.
- *-- Works directly with the drug enforcement officers of the Police Department or the DEA officers assigned to Murray to identify drug houses and assist these agencies in eliminating them.
- *-- Interviews suspects or witnesses, gathers evidence, and ensures that staff in the division are properly trained in gathering evidence and testifying in criminal or civil cases.
- *-- Brings action or causes of action against violators of the municipal code or state laws by the screening of charges with the City Attorney or the District Attorney or the actual arrest of the violator.

Code Enforcement Supervisor
Page 2

- *-- Attends land use authority meetings and gives input or comments to the land use authority regarding pending items. Gives testimony or presents evidence in civil revocation cases brought to the land use authority.
- *-- Patrols the city in a proactive manner with a primary duty of immediate public safety issues and the health and welfare of the residents of Murray City; initiates arrests or corrective notices for detected violations.
- *-- Maintains a complete record of all enforcement activities including arrests, warnings or city sanctioned revocations cases, and uses this information to identify critical areas in the city in need of police enforcement action or other city services to free the area of blight and criminal activity.
- *-- Establishes and maintains a code enforcement training program that is approved by the Police Chief to include a minimum of forty (40) hours annual P.O.S.T. training, and an additional twenty (20) hours of hazardous materials training and/or land use training per year.
- *-- Supervises Code Enforcement Officer to ensure efforts support public safety through state law and code enforcement programs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited university with an Associates Degree in Criminal Justice, Planning, Public or Business Administration, Political Science, Geography, Economics or in a closely related field and three (3) years of experience in code enforcement, planning and zoning, or government relations, or any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver's License.
- Must be P.O.S.T. certified as a Special Function Officer.
- Must attend a minimum of forty (40) hours of P.O.S.T. training per year and complete a minimum of twenty (20) hours of land use law training per year.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of land use law and its proper application, working knowledge of law enforcement and criminal investigation as well as court room testimony and edict.
- Working knowledge of city zoning ordinances, health codes, and some knowledge of principles and practices of city planning.
- Ability to establish and maintain effective working relationships with the general public and other city departments, and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing.
- Ability to communicate with people in very stressful or combative situations.
- Ability to be creative in getting compliance from violators.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and database software; motor vehicle; radio, phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job